Middlebury College
Middlebury, Vermont 05753

Dean of Students
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August 8, 2013

Dear Incoming Middlebury Students,

We hope that you are enjoying your summer and are looking forward to your arrival at Middlebury at the end of August. Among our fundamental priorities at Middlebury College are student health and safety and the building of a supportive, respectful community. We are always looking for innovative ways to enhance our comprehensive health and wellness strategies for students and are utilizing the online educational tool MyStudentBody and courses from United Educators to provide pre-matriculation education and resources to all new students.

Middlebury College requires all incoming students to participate in the four self-paced courses through MyStudentBody and United Educators that address alcohol, drugs, harassment, and sexual violence. We focus on these areas of concern because both national and local data suggest that they are areas of heightened risk for new students on campus. The online courses provide you, as a new member of our community, with a foundation of knowledge, language, and tools to continue conversations about these important issues into orientation and the rest of your Middlebury career. The personalized feedback you will receive through the program is for your eyes only; college staff will not be able to see the results of any individual self-assessments or post-tests, only the compiled data for the entire college. The four courses take approximately 120 minutes to complete in total, and must be completed by August 30, 2013. If you are an international student with limited access to the Internet you are required to take the course as soon as you arrive on campus.

Here’s what you need to know to get started:

**MyStudentBody:**
1. Go to MyStudentBody and click on REGISTER HERE to create your secure account.
2. Enter your email address, select password, and enter middleburypanthers as
the school code. NOTE: This school code is for students only – parents should use the code middleburyparent.

2. Follow the on-screen prompts to enter required security and demographic information. Click continue.

2. From the My Stuff page, select the Essentials Course by clicking TAKE NOW under Status.

3. Select a module and complete the questionnaire and pre-quiz for that module.

4. Complete all module material.

5. Complete the post-test. NOTE: The course consists of two modules: Alcohol and Drugs. Repeat steps 3-5 for each module required for the course. You must complete the course by August 30, 2013 with a passing score of 78.

6. Complete the course survey. Once you complete the two Essentials Courses with a passing score (78), the program will log your status as complete; there is no need to print or email a completion certificate. You will then be redirected to My Stuff where you will be free to explore other areas of the website such as the library in the Student Center or ask questions in the Advice area. These resources will be available to you all year upon login to the website.

7. Finally, all courses include a follow-up assessment that helps you see how you have changed since you first took the course. You will receive an email approximately 60 days after you complete the course asking you to log in to MyStudentBody and complete the 10-minute assessment. Please fill out the assessment as soon as you are notified. Completing this follow-up assessment is required of all first year students.

United Educators:
1. Go to United Educators Student page
2. First-time users should select the option to create a new account on the right side of the screen.
   1. Enter this institution registration code: 0616-S101-XY12
   2. Create a username and password, and then provide information for a user profile.
3. Once you are on the eLearning homepage, launch the courses by clicking the course title:
   1. Lasting Choices: Protecting Our Campus From Sexual Assault and
   2. Show Some Respect! Prevent Harassment.
4. You must complete both courses by August 30, 2013. Your completion status will be logged by the program. You do not need to print or save a certificate of completion.
5. If you revisit United Educators Student page, log in using the username and password you created in step 2.
6. If you have any issues with the course please feel free to contact the 24hr help desk.
   1. Email: uehelpdesk@perceptis.com
   2. Phone: 301.830.4587
3. Chat: Chat

Please do not hesitate to contact Barbara McCall, Director of Health and Wellness Education, with any questions about these courses at bmccall@middlebury.edu or 802.443.5361.

We hope that your remaining weeks of summer are restful, and we look forward to continuing this conversation with you in August.

Sincerely,

Katherine Smith Abbott
Dean of Students

Barbara McCall
Director of Health and Wellness Education